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#### HOW TO APPLY

Clicking on the **APPLY NOW** link next to the job title on the Open Competitive Listing will bring you to the online application process.

#### ADDITIONAL INFORMATION

Your application evaluation results will be emailed to the address you use to login to your online account.

Qualified applicants will be placed on an Employment Register for this classification.

*The Bureau of Human Resources reserves the right to use any scoring methods necessary to identify the most qualified candidates.*

## Career Opportunity Bulletin

### JUVENILE PROGRAM SPECIALIST

**Code:** 521700

**Pay Grade:** 19 (\$15.61– 20.34/hr.)

**Open for Recruitment:** July 1, 2014 - Until Canceled

#### JOB DESCRIPTION

The Department of Corrections has current and/or future anticipated vacancies at the Long Creek Youth Development Center and/or the Charleston Correctional Facility.

Qualified applicants will be placed on an Employment Register that will be used to fill these vacancies.

You will be a working supervisor performing duties involving the interaction, care, security, control, treatment, and rehabilitation of juvenile offenders detained or committed to a correctional facility. As a Juvenile Program Specialist you will be responsible for providing direct care; modeling appropriate behavior, attitude, ethics, and morals; and implementing rehabilitative, protective, treatment and behavioral health programs and services. You will be a part of the Unit Team working with other correctional professionals in developing and implementing individual treatment plans. As a Juvenile Program Specialist you will also have the opportunity to assist in educational programs and facilitate treatment groups.

#### Typical Duties

- Accompanies and remains with students in classrooms and workshops, and assists teachers/instructors in training/instructing students following established lesson plans, guidelines, and instructions.
- Directs, assigns, and supervises Juvenile Program Workers and volunteers.
- Evaluates subordinates' performance, examines task outcome against job standards, and discusses evaluation with employees.
- Implements and actively participates in individual and group treatment programs and activities.
- Documents observations and prepares reports concerning individual and group interaction, participation, and progress made in treatment programs.
- Communicates with residents exhibiting behavioral problems, interpersonal conflicts, and non-compliance with rules; and redirects behavior, deescalates situations, and describes possible consequences.
- Mentors and acts as role model of appropriate behavior, attitude, ethics, and morals.
- Supervises, guides, and motivates residents to maintain living quarters.
- Attends and participates in unit treatment team meetings, and reports on observed resident behaviors, participation levels, and progress toward treatment plan objectives.

## JUVENILE PROGRAM SPECIALIST



- Interprets situational requirements and implements approved intervention techniques.
- Supervises and participates in searches and inspections of beds, lockers, living areas, buildings, and grounds.
- Transports and accompanies residents to court and other appointments and activities.
- Attends and participates in in-service training sessions, workshops, and staff meetings.

### MINIMUM REQUIREMENTS

In order to qualify, you must have high school graduation or equivalent AND two (2) years of directly related adolescent treatment and/or correctional experience.

LICENSING/REGISTRATION/CERTIFICATION REQUIREMENTS: (This must be met by all employees prior to attaining permanent status in this class).

Basic Corrections Certification

**Value of State-paid Dental Insurance: \$13.13 biweekly**

**Value\* of State-paid Health Insurance:**

- Level 1: 100% State Contribution (employee pays nothing): \$375.10 biweekly
- Level 2: 95% State Contribution (employee pays 5%): \$356.35 biweekly
- Level 3: 90% State Contribution (employee pays 10%): \$337.59 biweekly
- Level 4: 85% State Contribution (employee pays 15%): \$318.84 biweekly

\*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2014.

**Value of State's share of Employee's Retirement: 22.5% of pay.**